

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK
JOB NO NC 1 35 48 3
DATE RECEIVED 5 APR 1978
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
5-11-78 <i>James B. Brady</i> Date Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT) U. S. Department of Agriculture
2. MAJOR SUBDIVISION Forest Service
3. MINOR SUBDIVISION Cooperative Fire Protection
4. NAME OF PERSON WITH WHOM TO CONFER W. F. Hice Administrative Services Staff
5. TEL. EXT. 447-6101

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3/27/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>W. F. Hice</i>	E. TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>This schedule covers records relative to the Organization Management Assistance program. The objective of the program is to encourage and assist forest-resource-related organizations to strengthen and improve their proficiency in organizational management. Management assistance is provided upon request to State and local forest-resource and related environmental agencies, forest industries, and cooperators.</p> <p>This program is essentially an external activity. Responsibility for and coordination of activities related to the program is assigned to the Washington Office Director of Cooperative Fire Protection, State and Private Forestry. Area Directors and western Regional Foresters are responsible for meeting objectives and maintaining the program at field units. Internal management assistance of this type is the responsibility of the service staffs or support services of the Forest Service.</p> <p>3700 Organization Management Assistance</p> <p>3700-1 General Correspondence (Files consisting of correspondence concerning organization management assistance too broad to file under a specific primary or secondary subject.)</p>		

sent to agency. all FCC's, NEW-NNA-5/14/78

12 items

4/24/78

Job No. _____

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 of 3 pages

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1 (Cont'd)	a. Washington Office, Regional Offices, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old. b. All other offices: Retain records in office. Destroy when 3 years old.		
2	3700-2 Reports (Reports on general management reviews.) a. Washington Office, Regional Offices, and Area Offices: Transfer records to FARC 3 years after completion of recommended action or after file is closed. Destroy 10 years after completion of recommended action or after file is closed. b. All other offices: Retain records in office. Destroy 3 years after completion of recommended action or after file is closed.		
3	3710 Management Assistance (Files consisting of correspondence and records relative to State administrative management systems, State organizational development, and State safety systems.) a. Washington Office, Regional Offices, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old. b. All other offices: Retain records in office. Destroy when 3 years old.		
4	3710-1 Studies and Analysis (Files consisting of correspondence and records relative to State system studies, State personnel studies, and State management analysis.) a. Washington Office, Regional Offices, and Area Offices: Transfer closed or completed studies to FARC 2 years from closing date or retain records in office. Destroy 5 years after closed. b. All other offices: Retain records in office. Destroy 3 years after closed.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5	<p>3720 Employee Development Assistance (Files consisting of correspondence and records relative to State team development, State training systems, instructor training, and organization management training.)</p> <p>a. Washington Office, Regional Offices, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Retain records in office. Destroy when 3 years old.</p>		
6	<p>3730 Resource Education and Information (Files consisting of correspondence and records relative to State education and information systems, and environmental education.)</p> <p>a. Washington Office, Regional Offices, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old.</p> <p>b. All other offices: Retain records in office. Destroy when 3 years old.</p>		

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2	3700-2 Reports (Reports on general management reviews.) a. Washington Office, Regional Offices, and Area Offices: Transfer records to FARC when 3 years old. Destroy when 10 years old. b. All other offices: Retain records in office. Destroy when 3 years old.		
3	3710 Management Assistance (Files consisting of correspondence and records relative to State administrative management systems, State organizational development, and State safety systems.) a. Washington Office, Regional Offices, and Area Offices: Transfer records to FARC when 2 years old or retain records in office. Destroy when 5 years old. b. All other offices: Retain records in office. Destroy when 3 years old.		
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